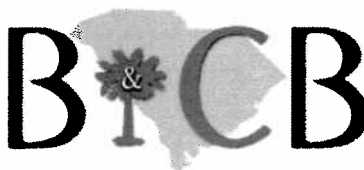


MARK SANFORD, CHAIRMAN
GOVERNOR

CONVERSE A. CHELLIS, III, CPA
STATE TREASURER

RICHARD ECKSTROM, CPA
COMPTROLLER GENERAL



SC BUDGET AND CONTROL BOARD

Division of General Services
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COMMITTEE

DANIEL T. COOPER
CHAIRMAN, HOUSE WAYS AND MEANS
COMMITTEE

FRANK W. FUSCO
EXECUTIVE DIRECTOR

April 12, 2010

Dear Property Owner or Agent:

The State of South Carolina is seeking Office/Warehouse space in Pickens County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the agency which may meet the criteria. Please direct your responses and inquiries to Michelle J. Phillips.

All proposals must be received in the Real Property Services office on or before **5:00 PM, April 23, 2010**.

After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property. The agency and Real Property Services will determine which proposals best suit the agency's needs, after which you will be notified.

To be eligible, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of Regulation 19-447.1000. If you have not done so and wish to respond with a proposal, please contact the leasing agent mentioned above.

Very Truly Yours,

Lisa H. Catalanotto
Program Manager/Attorney
Real Property Services

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REQUEST FOR LEASE PROPOSAL FOR CLEMSON UNIVERSITY

OFFICE/WAREHOUSE SPACE FOR ARCHIVING LIBRARY MATERIAL

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. The Division of General Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. Any party participating in this solicitation process is prohibited from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to the Division of General Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA

- Total Rentable Square Feet: 22,000 space; 14,500 for warehouse storage and the remainder 7,500 square feet for office, break room, processing facility (measurements are approximate);
- Space should accommodate area for three (3) 10 X 12 cubicles, small break room for up to four (4) people, on-site restrooms and processing area for library material going into storage of approximately 2400 square feet with the remainder going to warehouse space;
- Warehouse space has to be maintained at a temperature of 68° with a 50% humidity level +/- 5% for book preservation;
- Flooring must support high density book shelving;
- Space should be located within 10 miles of Clemson University Cooper Library located at 116 Sigma Drive, Clemson, SC 29634;
- Term of lease will be 3 - 5 years beginning July 1, 2010; rate should be below \$5.46 net (University will pay electricity, water, gas and maintain own janitorial needs) or \$6.27 gross;
- A minimum of 10 parking places are required;
- Location should accommodate business level high speed internet;
- Please include any Landlord contributions/allowances such as up-fit costs or moving allowances in your initial proposal

STATE REQUIREMENTS

- Standard State lease must be used – copy is available upon request
- Property must be barrier free, hazard free and smoke free
- Must meet zoning requirements for proposed use
- Economical and efficient space utilization

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by General Services by 5:00 p.m. on April 23, 2010;
- All proposals must be in writing and may be submitted by mail or email (it is agent's responsibility to obtain confirmation receipt);

MARK SANFORD, CHAIRMAN
GOVERNOR

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- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard;
- If operating expenses are included; submit rate per square foot separately and specify expenses that are covered;
- Please submit a current floor plan if available;

CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with Clemson University. Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

MICHELLE J. PHILLIPS
SC BUDGET AND CONTROL BOARD
DIVISION OF GENERAL SERVICES
REAL PROPERTY SERVICES
1201 MAIN STREET, SUITE 420
COLUMBIA, SC 29201
PHONE: 803-734-6062 FAX: 803-737-0592
EMAIL: MPHILLIPS@GS.SC.GOV